



## **Tawas Point Keeper's Program – 2011**



Thank you for your interest in the Keeper's program at Tawas Point Lighthouse (TPKP). The following paragraphs describe in detail the expectations and responsibilities. These guidelines have been established to insure the smooth operation of the Lighthouse during a busy season, as well as, to ensure that everyone has a positive experience.

**There is a fee for this program.** Please read the entire form carefully to be sure that this program is right for you.

### **Purpose Statement**

The purpose of the TPKP is to effectively restore, maintain and develop the Tawas Point Lighthouse property in cooperation with other concerned agencies, for the enjoyment of the public and to enhance knowledge and understanding of the area's history and cultural heritage.

### **What is a Lighthouse Keeper?**

The primary responsibilities of Keepers are to greet guests and provide them with historical information about the museum and the area. They may also work in the Lighthouse Store and help with light maintenance of the buildings and grounds. Keepers are required to learn basic historic information about the Lighthouse. They must be energetic, comfortable speaking with the public, in good health, and able to climb stairs throughout the day. Tour times are 12:00 – 6:00 excluding Tuesday. Tuesday will be Keeper Day Off and maintenance day. *\*Tour hours are subject to change seasonally.*

### **Additional responsibilities**

In addition to providing guests with an informative and educational tour, Keepers have other responsibilities. They are asked to help maintain the facility by sweeping floors, sidewalks and tower stairs, picking up trash, vacuuming and cleaning the living quarters upon their departure. Other duties may include Lighthouse Museum Store operations, minor painting, and assisting with bus tours or events.

### **Tours of Duty**

Keepers may work for a period of one or two weeks. There is a program charge of \$250 per person, per week. The Lighthouse is open to the public from 12:00 - 6:00 p.m. daily from Memorial Day through Labor Day – excluding Tuesday. From May to Memorial Day and Labor Day through October the hours are subject to staff availability. During open hours Keepers are required to be on site other than their scheduled day off. Each Keeper may be required to work up to 8 hours per day. Those signing up for off season dates may be involved with cleaning, painting, minor repairs, inventory and other miscellaneous duties.

### **Orientation Program**

All Keepers who are accepted into the program are required to attend orientation upon arrival. There is also a spring orientation that is highly recommended! If you are a returning keeper, you will also be required to attend an orientation. On your arrival date, please plan to arrive at the lighthouse no later than 10:00 a.m. Incoming Keepers must

be ready to work immediately following the morning training session and after lunch. On the day you move out, please plan to be packed and have all personal items removed by 9:00 a.m. Outgoing Keepers will be able to leave after a short exit interview.

### **Living Quarters**

Keepers live in the upstairs quarters of the lighthouse. The kitchen/living area, bedroom, spare bedroom and bathroom are all located in the Keeper's quarters. Limited personnel may be using the bathroom during open hours. Keepers must provide all of their own food and toiletries. The quarters are well equipped with dishes, cooking utensils, appliances and paper products. Keepers provide their own sheets, pillows, blankets, towels and wash cloths. The quarters are heated and air conditioned. Maximum occupancy of the living quarters is four people at any one time. We are not able to accommodate overnight guests of the keepers.

### **Rules and Regulations**

The only access to the Lighthouse is through Tawas Point State Park. As a Keeper, you will be given a Tawas Point Lighthouse Keeper parking pass. This pass allows only you access into the Park during the time you are a Keeper at the Lighthouse. At the end of your tour of duty, this pass must be returned.

Tawas Point Lighthouse is a state historical site. No smoking, alcoholic beverages or pets are permitted in the premises. Keepers are expected to be neat, well groomed and appropriately attired when on duty. Everyone must present themselves in a professional manner befitting hosts at a historic site.

### **Vehicle Access to the Lighthouse**

One parking space for each keeper (or couple) is available in the designated lighthouse parking area. Any camping or use of motor homes is permitted in the campgrounds only.

Guests of the keepers are required to have a Recreation Passport for their vehicle and to park in the regular State Park parking lot and walk to the lighthouse.

### **Application procedures and Interviews**

A form is enclosed for your convenience. Applicants must complete, sign and return the attached application form. The following items are also required:

1. A letter explaining why you want to be a Volunteer Keeper; please include experiences working with the public.
1. One personal letter of recommendation.
2. A \$25 non-refundable deposit per person. (checks payable to: State of Michigan)  
*This deposit is applied towards the \$250.00 fee.*

### **Keeper Experience**

There are few lighthouses that have Keeper Programs which offer the participants an opportunity to live in a historic lighthouse. Working as a Keeper can be a very rewarding experience. Although keepers may thoroughly enjoy the time they spend here, make new friends and have lots of fun; there are also many responsibilities. The greatest benefit of working at Tawas Point Lighthouse is the satisfaction of knowing that one's efforts have contributed to the restoration and preservation of an irreplaceable part of Michigan's history.